

LAFAYETTE MANOR COMMITTEE MEETING

Tuesday, March 28, 2017

Meeting Time: 5:30 PM

Attending Committee Members & Manor Staff

Larry Ludlum, Chairman
Gerald Heimann
Tony Ruesga
John Perkins
Judy Swanson

Peggy Rolli, ADM
Julie Chikowski
Jill Boelk, HRC

Call to Order -

The Lafayette Manor Committee Meeting was called to order at 5:30 p.m. by Larry Ludlum, Chair. All Committee members were present.

Posting -

Jill Boelk reported that the meeting agenda was posted at the Court House, Memorial Hospital, Lafayette Manor, submitted to the County Clerk's Office for posting on the County website (along with the not yet approved February 28, 2017 meeting minutes), and submitted to the R.J.

Minutes -

A motion was made by John Perkins, and seconded by Tony Ruesga, to approve the February 28, 2017 meeting minutes, as written. The motion carried unanimously.

Approval of Agenda –

A motion was made by Gerald Heimann, and seconded by John Perkins, to approve the March 28, 2017 agenda. The motion carried unanimously.

Public Comment -

No Public Comment. Larry Ludlum reported that a resolution was approved at the County Board meeting that committee board members need to be more involved in the hiring process and that 1 county board member must be present at all interviews. Larry asked the committee members to give Peggy an idea of their availability to help her when scheduling interviews.

Lafayette Manor Financial Notes –

- Larry Ludlum, Manor Board Chairman, reported that there is no financial report due to the fact that there is no Financial Director for the County or at the Manor currently. They have interviewed 5 people for the Financial Director position and are doing second round interviews Thursday afternoon.

Audit of Bills – Presented by Peggy Rolli

Peggy Rolli went over some of the submitted bills.

A motion was made by Gerald Heimann, and seconded by John Perkins, to approve the Bills as presented. The motion was carried unanimously.

Utilization Report –

The following admission and pay source information was submitted for February 28, 2017:

February 28, 2017 Admission / Discharge Report	
Total Admissions	3
Total Discharges	1
Charges Report	
Pay Source: Medicare Part A	6
Medical Assistance	37
Private Pay	15
Insurance	0
Average Daily Census	56

A motion was made by Tony Ruesga, and seconded by Gerald Heimann, to approve the Utilization Report as presented. The motion was carried unanimously.

Management Report –

A. Retirement of Lay Member Kenny Taylor

Larry Ludlum reported that Kenny Taylor will be retiring from this committee. He has talked to chairman Sauer to reappoint someone to this committee and that will be done in the near future.

B. Finance Update

Larry Ludlum and Peggy Rolli had nothing more to report on the finance position. Larry talked about this under the Financial Report section.

C. Audit

Peggy Rolli reported that she didn't have any new information regarding the Audit at this time.

D. Additions to Pre-Approved Vendor List

Peggy Rolli reported that we need to add 2 vendors to the pre-approved vendor list, Sara Wunrow RN Services and Specialized Medical Services. This is for authorization to issue checks prior to audit.

A motion was made by Gerald Heimann, and seconded by Tony Ruesga, to approve the 2 additions to the Pre-Approved Vendor list. The motion was carried unanimously.

E. Staff Training: Infection Preventionist

Peggy Rolli reported that with the new state requirements we are required to have an infection preventionist on staff. On May 17th and 18th, Judy ARN – DON and Mary Sue Neff – soon to be Assistant DON are planning to go to a training for this that is conducted by the state. The cost of the training is \$50 dollars per person for the conference and the room rate is \$159.40 and they will share a room. So we are asking permission from the Committee to allow them to attend this conference.

A motion was made by Tony Ruesga, and seconded by John Perkins, to approve Judy Arn and Mary Sue Neff to attend the Infection Preventionist Conference in Wisconsin Dells. The motion was carried unanimously.

F. Auxiliary Report -

Peggy Rolli reported that the Auxiliary recently received a \$1,000 from the Lorraine Keister family. Lorraine was a resident here. The family was very appreciative of her care. The auxiliary has recently purchased a lap top computer for the activity department. It will be used for various group activities. It has arrived. A request to the auxiliary president, Mary Knellwolf, for 4 shower chairs was made. The auxiliary has been very generous in their support.

G. Marketing Report -

Peggy Rolli presented the Marketing Report; stating that the following photos with articles has been submitted to the Republican Journal:

March 2017

- Amish Life by Mike Dinges
- Bob Solverson Music
- New Currents Program
- Southwest Ballet Academy

The Manor article that appears in the MHLC newsletter featured Jill Boelk. Jill is the HR Coordinator at the Manor. She has been employed here since January of 2016.

H. OT & Staffing – Reported by Jill Boelk

Overtime Expenses were down in February, with February OT totaling \$8,553.50. The current staff continues to step up, working additional shifts, to ensure the safety and well-being of our residents, which is greatly appreciated.

Peggy Rolli reported that we are in need of RN & LPNs. Judy Arn did some research and 2 out of 3 county nursing homes, we are above their starting wages. These Nursing homes are in Lancaster, Dodgeville and Monroe. Their starting wages are around \$23.87 and ours is \$25.12. Pleasant View in Monroe their starting wage is \$28.25. Peggy reported that we are in need of a FT day nurse, FT PM shift nurse and a couple of PT (.6) on a variety of shifts. We had a couple of RN applicants apply and do all their new employee paperwork and then didn't take the position because they took another position for more money. Peggy asked if we could look into offering a PRN/Non-Benefit incentive and offer a higher wage because they are not eligible for benefits. We were successful with this when implemented for the CNAs. Larry Ludlum, Board Chairman told Peggy to bring a proposal to the next meeting for RNs and LPNs.

Personnel / Payroll Report – Reported by Jill Boelk

Family / Medical Leaves

- 1 - ADA Accommodation
- 0 – FMLA Leave

STAFFING

Amanda Watts	FT/Bedmaker	New Hire: 3/2/2017	Full-Time – Bed Maker – PM Shift 10:45pm-7:15pm
Whitney Wieters	PT/LPN	Separation of Employment: 3/3/2017	
Lindsey Walton	FI/Dietary	Removal from roster: 3/6/17	Removal from roster due to unavailability
Erica Grate	PT/CNA	New Hire: 3/7/2017	Regular Part-Time (.6) – CNA – Days/PMs

Erica Grate	PT/CNA	Resignation: 3/9/2017	Reg. PT (.6) CNA – Resigned 3/9/17
Jennifer Wilberding	PT/CNA	New Hire: 3/10/2017	Regular Part-Time (.6) – CNA – NOC Shift
Rayvn Gile	FI/CNA	Removal from Roster: 3/20/17	Removal fr roster unavailability–LDW 10/27/16
Tanner Wiegel	FI/CNA	Removal from Roster: 3/20/17	Removal fr roster unavailability – LDW 12/30/16
Tammy Martin	PT/LPN	Separation of Employment: 3/21/17	
Stacey Pickel	PT/RN	New Hire: 3/21/2017	Regular Part-Time (.6) – RN – All Shifts
Abigail Jerry	PRN/CNA	New Hire: 3/22/2017	PRN – CNA – PMS – High School Student
Ann Martin	PT/CNA	Status Change: 3/23/2017	From Regular PT (.6) to PRN effective 3/23/17
Stacey Pickel	PT/RN	Resignation: 3/24/2017	Reg. PT .6 RN–Resigned 3/24/17. LDW 3/21/17

Workman’s Compensation January 1, 2017 – February 28, 2017

- 6 – First Report of Injury - No Reportable Time Off

89 Total Employees:

- 42 Full-Time
- 14 Part-Time
- 33 Fill-In Status

A motion was made by John Perkins, and seconded by Gerald Heimann, to approve the OT & Staffing as presented. The motion was carried unanimously.

Agenda Items for Next Meeting –

The following agenda items were suggested for the upcoming meeting:

1. RN/LPN Proposal
2. Dress Code Policy
3. Year End Financial Report

Date of the Next Meeting –

The next Manor Committee meeting is scheduled for:

Thursday, April 27, 2017

4:30 PM MEETING

LOCATION:

Lafayette Manor – 1st Floor West Meeting Area

Adjournment

On a motion made by Tony Ruesga, and seconded by John Perkins, the meeting of the Lafayette Manor Committee was adjourned.

Respectfully submitted by,

Jill Boelk

Jill Boelk

Human Resource Coordinator

JB/jrb